

# Missouri Public Service Commission

## EFIS – Search Case Filing

To view the filings and/or case list for a specific company, the user does not have to be logged on to EFIS.

1. From the *Welcome* screen, click the **Resources** menu option
2. Select the **Case Information** link to continue to the *Case Information* screen.



3. From the *Case Information* screen, select the **Case Filing / Submission** link to continue to the *Case Filing/Submission Search* screen.



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On the *Case Filing/Submission Search* screen, complete the following steps:

4. Input or select the applicable criteria from the drop-down lists.
5. Select the desired type of list from the radio buttons.
  - a. **Filing List** - will generate a list of all **filings** with the specified criteria.
  - b. **Case List** - will generate a list of all **cases** with the specified criteria.
  - c. **Case List** in combination with the '**Check to only include cases where company selected below is the subject of the case(s)**' box - will generate a list of cases for which the specified company is the **subject** of the case.

The screenshot shows the 'Case Filing/Submission Search' interface. At the top, there are 'From Date' and 'To Date' fields with a '(Limited to 12 months)' note. Below this are two radio buttons: 'Filing List (create a list of filings based on selected criteria)' which is selected, and 'Case List (create a list of cases - if a company name is selected, the list will include all cases the company participated in)'. Under the Case List option, there is a checkbox 'Check to only include cases where company selected below is the subject of the case(s)'. The search criteria section includes: Case No. (EA-2016-0310), Status (Select), Testimony Issue (Select), Testimony Sub Issue (Select), Testimony Sub Issue 2 (Select), Utility Type (Select), Company Name (Select), Type of Case (Select), and Type of Filing (Application). At the bottom right are 'Search', 'Clear', and 'Exit' buttons.

The results are displayed on the *Case Filing/Submission Search* screen. The results will vary depending on which list the user selects and which radio buttons are selected.

The screenshot shows the 'Case Filing/Submission Search (Filing List)' interface. It displays the search criteria: Case No: EA-2016-0310 and Filing Type: Application. Below this is a table with the following data:

Case No.	Item No.	Filed on Behalf Of	Style of Case	Date Filed
EA-2016-0310 Application for Certificate	1 Application for Certificate of Service	Electric Missouri, Inc.-Investor(Electric)	In the Matter of the Application for Certificate of Service of Electric Missouri, Inc.	6/29/2016

At the bottom right are 'Print', 'Save as File', 'New Search', and 'Exit' buttons.

For additional assistance, please contact the Data Center at 573-751-7496 or [datacenter@psc.mo.gov](mailto:datacenter@psc.mo.gov).